Part Six
Appropriated Reimbursement Program

Chapter 16
Appropriation Reimbursement Program Coding

16-1. Overview

    a. This chapter prescribes the codes to be used for funded and automatic reimbursable orders.

    b. The procedures for processing reimbursable orders comply with the provisions of AR 37-108.

    c. Fund availability and expense ceilings of an installation are increased as reimbursable orders are processed. Orders received must be input to STANFINS using TA code IK or IL. Reimbursements earned and other transactions related to the appropriation reimbursement program are process created. Detailed procedures are explained in paragraph 2-61.

16-2. Explanation of codes

    a. Customer number. A six-digit alphanumeric code, locally assigned, to identify a customer associated with the appropriation reimbursement program. Criteria for establishment of a customer number is--

Data item	Length	Class	Code
Customer identifier	3	AN	See below
Work area	2	N	00 thru 98
Fiscal year	1	AN	O thru 9, M, R, or X

    (1) Customer identifier. The first position of the customer identifier must be numeric; the second and third positions are alphanumeric. The first position must be established as follows:

        (a) 1 through 3 and 5 through 7 for Installation Automatic Reimbursement Program. First digit 5 through 7 will produce bills at the first five digit of customer number level.

        (b) 4 for Installation Funded Reimbursement Program.

        (c) 8 for Federal Telephone and Telegraph Taxes.

        (d) 9 for Miscellaneous Sales.

(2) Work area. These codes are assigned locally for each activity on the installation that is performing reimbursable work for a specific customer. The number as it relates to the work area will vary from installation to installation; however, once a number has been assigned, it should be used consistently.

b. Reimbursement designator. This code is imbedded in the accounting classification and in most card formats is in column 22. The code is used for all transactions entering the system as follows:

Description	Code
Not applicable	0
Funded reimbursement	6
Automatic reimbursement	7

c. TA codes. (See Appendix A for Format Pages)

(1) Reimb Program.

Type	Action	Description
A	V	FYTD Reimbursement (Automatic & Funded) Ceiling (Current Year only)
1	1	Annual Automatic Reimbursement Program

Type	Action	Description
1	7	FYTD Funded Reimbursement Program/FYTD Funds
1	9	Annual Funded Reimbursement Program
1	K	Funded Orders Received
1	L	Automatic Orders Received/FYTD Funds

(2) Reimbursements Earned.

Type	Action	Description
5	1	Reimbursements Earned, Funded
5	2	Reimbursements Earned, Automatic
5	3	Write-Off Receivable, Automatic and Funded Reimbursement
5	4	Write-Off Receivable, Miscellaneous Sales, Taxes, and late charges
5	5	Transfers of Accounts Receivable (In/Out) and late charges
5	6	Miscellaneous Sales and assessed late charges
5	7	Federal Tax, Telephone and Telegraph
5	8	Waive Write-off

(3) Reimbursements Inquiry.

Type	Action	Description
N	1	Appropriation Reimbursement Program Inquiry

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